

**BY ORDER OF THE
AUDITOR GENERAL OF THE AIR
FORCE**



**AIR FORCE AUDIT AGENCY
INSTRUCTION 65-100**

3 NOVEMBER 2011

Financial Management

AIR FORCE AUDIT AGENCY AUDIT FACTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFAA/DOV

Certified by: HQ AFAA/DO
(Michael V. Barbino)

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This instruction establishes the purpose, frequency, content, format, responsibilities, and publication requirements associated with the *Air Force Audit Agency (AFAA) Audit Facts*. This instruction does not apply to employees assigned to Air Force Reserve Units, the Air National Guard, or the Civil Air Patrol. Requests for waivers to this instruction must be submitted to HQ AFAA/DOV in writing. All AFAA elements are encouraged to submit suggested changes to this instruction, through appropriate channels, to HQ AFAA/DOV using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. HQ AFAA/DO may approve or issue instructions to implement or supplement the procedures contained herein. In addition, directorates may issue operating instructions to implement or supplement the procedures in this publication. Directorates should provide HQ AFAA/DOV and HQ AFAA/DORI a copy of all new or revised operating instructions. The use of the name or mark of any specific manufacturer or commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is updated to remove the following sections from the *AFAA Audit Facts*: “Auditor General’s Corner” (now addressed through the Auditor General’s blog), “Take Note”

(now included with the directorate submissions), “Current Reading” (now included within the “Featured Articles” section), “Community Involvement”, and “On a Personal Note” (now included in region and directorate activity reports). This document adds the “Mentoring Report” section.

1. Purpose and Frequency of Publication.

1.1. The *AFAA Audit Facts* is an official, non-directive AFAA publication that provides Agency personnel timely information relating to mission accomplishment and techniques, and stimulates professional thought and development.

1.2. The *AFAA Audit Facts* is published three times a year (January, May, and September).

2. Content. The *AFAA Audit Facts* will include the following:

2.1. Auditor General comments.

2.2. Featured Articles – Includes articles related to auditing. In addition to articles written by AFAA staff members, this section can also include information from current articles on audit-related topics that have appeared in other publications; however, the submission must include the publication name and telephone number as well as the date of the publication so HQ AFAA/DOV can obtain permission to print the article.

2.3. Workforce Diversity Advisory Committee (WDAC) - Includes articles submitted through the WDAC chairperson on topics related to Persons with Disabilities, African Americans, Hispanics, Women, Non-minorities, Asian/Pacific Islanders, and Native Americans.

2.4. Mentoring Report - Includes articles submitted by mentors, mentees, or committee members related to the AFAA Mentoring Program.

2.5. Operations Directorate.

2.5.1. Operations Section - Agency trends, goals, production figures, Executive Council activities, new policies and procedures, quality assurance review updates, etc. (HQ AFAA/DOO and HQ AFAA/DOV).

2.5.2. Computer Section - Personal computer articles, network information, updates, and virus information (HQ AFAA/DOVS).

2.6. Financial and Systems Audits Directorate (AFAA/FS).

2.7. Acquisition and Logistics Audits Directorate (AFAA/QL).

2.8. Support and Personnel Audits Directorate (AFAA/SP).

2.9. Professional Development - Includes information on advanced degrees, professional certifications, professional education, and professional military education (HQ AFAA/DORT).

2.10. Personnel Actions - Includes information on gains, losses, and other personnel movement within AFAA (HQ AFAA/DOR).

2.11. Retirees/Former AFAA Auditors - This section is devoted to former AFAA auditors. The retiree office of primary responsibility (OPR) will provide input to HQ AFAA/DOV.

3. Format. Personnel should submit articles using Microsoft Word, with Microsoft Clipart or scanned photographs inserted when appropriate to enhance the readability and understanding of the article. The text font, point size, and column arrangement will vary from section to section depending upon the size and number of submitted articles.

4. Responsibilities.

4.1. HQ AFAA/DOV is the *AFAA Audit Facts* OPR. By the 30th of March, July, and November, HQ AFAA/DOV will issue a call to all AFAA activities requesting articles.

4.2. Each directorate, region, and area audit office will be responsible for submitting articles for their reserved sections. Submit articles through HQ AFAA/DO, AFAA/FS, AFAA/SP, or AFAA/QL as applicable.

4.3. To ensure timely publication, inputs are due to HQ AFAA/DOV by the 30th of April, August, and December. AFAA activities should establish suspense procedures to ensure timely submission of their inputs.

4.4. HQ AFAA/DOV will review inputs and select items to include in the *AFAA Audit Facts*.

5. Publication. After final coordination with HQ AFAA/DO, HQ AFAA/DOV personnel will finalize the *AFAA Audit Facts* and post the document to the AFAA Home Community of Practice (CoP). SAF/AG will approve all special distribution of the *AFAA Audit Facts*.

MICHAEL V. BARBINO
Acting Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Forms Adopted*

AF Form 847, **Recommendation for Change of Publication**